Ascotel *Office Terminals by* ascom

Office 130/130pro

Operating instructions

Congratulations!

Congratulations on the purchase of your Ascom Office 130/130pro. This handset affords you the freedom of movement you desire. The digital technology of the Office 130/130pro guarantees excellent speech quality.

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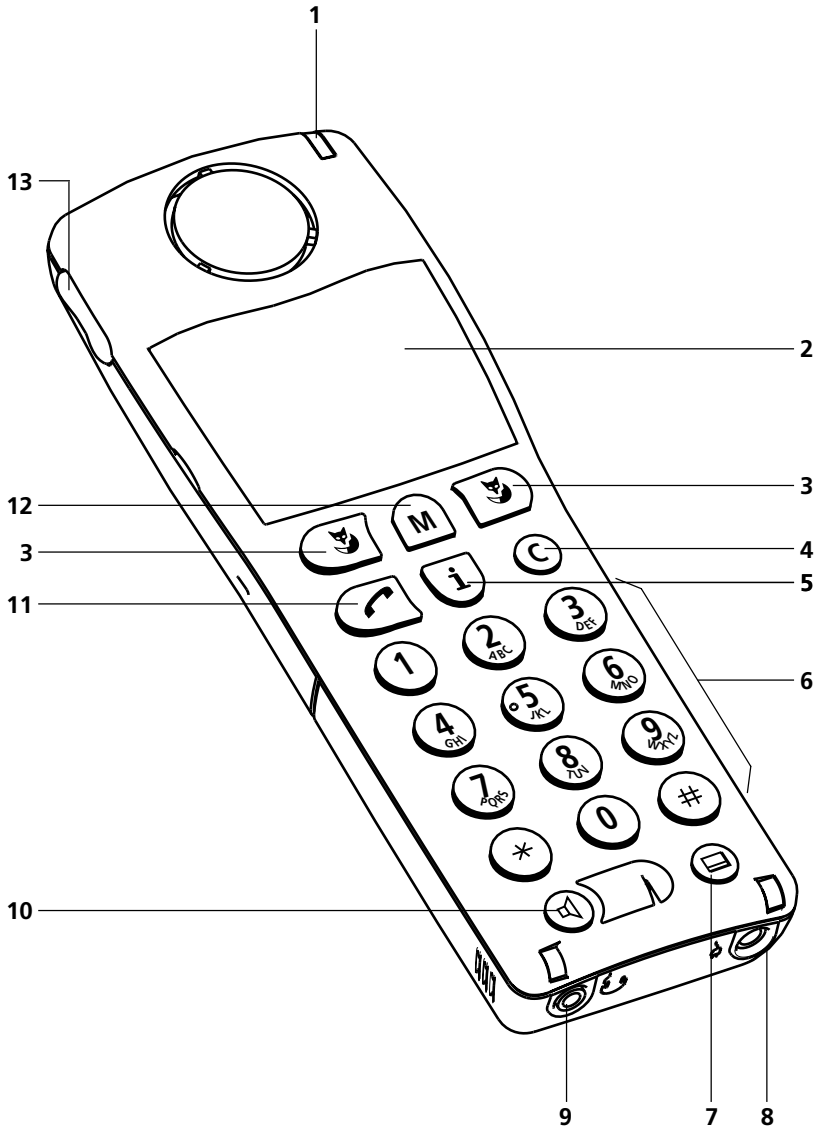
English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Operation and display elements

1 LED

Visual display during call, incoming message and in handsfree / open listening mode.

2 Display

The backlit display consists of 3 lines of text, each with 15 symbols/characters. The first line consists only of symbols, the two others consist of information or menu options.

3 Foxkeys

The current function is indicated in the bottom display line.

4 C/End key (delete / correct or disconnect key)

Delete / correct or disconnect key (clear). Return to previous menu option or to the idle state. Seizure for dialling anew.

5 i-key (information key)

Pressed to obtain further information (active i-symbol).

6 Keypad with 0 to 9 (A to Z), * and #

Used for entering characters, selecting extended-feature functions utilising */# procedures.
Input of names and/or texts in alpha mode. The keypad is backlit[1)].

7 Hotkey

Freely-programmable key for up to 6 numbers/names or functions.

8 Charge socket[1)]

For direct-charging the inserted batteries with the appropriate plug-in power supply[2)].

9 Headset socket[1)]

For connecting a headset[2)] to the handset.

10 Loudspeaker key

Switches the loudspeaker respectively the handsfree mode on/off.

11 Call key

Has the same effect as lifting or replacing the handset of a corded terminal. Also used for switching on the handset.

12 M-key (menu key)

This key is used to search for a menu option you desire. It operates cyclically, i.e. each depression of the menu key will scroll you through the menu options.

13 Volume adjustment keys

Adjust the volume during conversation in handset or in handsfree / open listening mode.

1) Office 130pro only
2) Optional accessory

Specifications subject to change without notice.
The usable services and features depend on the installed software release.

Operation and display elements

Special display symbols

Charge state of batteries

Battery icon full: Charge is ok, handset is ready for operation.

Battery icon $^3/_4$ / $^1/_2$: Batteries are almost charged / half charged

Battery icon $^1/_4$, slowly blinking: Charge is low (warning)

Battery icon empty, slowly blinking + warning tone: Charge is very low

Fast-blinking battery icon: Batteries are being charged

Antenna symbol

Not displayed: Outside of radio coverage range
Continuous display: Ready for incoming and outgoing calls.

Quality of the radio connection (only on idle display)

Very good connection quality

Good connection quality

Telephone calls possible, interference probable

Telephone calls possible only in part, severely restricted

No telephone calls possible

You can also obtain the connection quality reading using "Long Click 4". The number of the relevant radio unit is displayed at the same time.

Continuous display: Handset is registered and ready for operation in system A (B, C, or D).
Blinking: Handset is not ready for operation.

Blinking: Handset is not registered in any system.

Continuous display: Alpha dial feature is activated

Supplementary information (accessed by pressing i-key)

A function stored under the Hotkey/Foxkey is active.

English

Operation and display elements

M	Further menus (trigger with M-key)
/	Microphone on/off
P	Programming mode
	Handsfree or open listening active
	Continuous display: Connection made Blinking: Visual signal indicating a call
	Trembler on

LED signalling
In addition to acoustic signalling, Office 130 also features visual signalling via a light emitting diode (LED). There are three different ways of signalling, each indicating a particular operating state:

- Slowly blinking: During a call or receipt of a message
- Fast blinking: Re-entry into radio range within 20 seconds of disconnection
- Interval blinking: Handsfree or open listening is active

Other symbols on the information or menu line:

12	Scrolling forwards through a list (the digit shows the entry's number)
S	Call for user group (internal subscriber group)
U	Diverted call
√	Function is active

Concept of operation

You can program your new handset to meet your own requirements. Besides mobility, it offers you every telephony function you could wish for. The menu technique and the clever Foxkeys see to that. To make full use of the extended-feature functions, please refer to the chapter "How to program your telephone" and the special programming instructions. Note: The number of characters used for individual menu items depends on the software and the PBX type (applies to all the operating instructions).

General rules of operation

There are two types of menus:

– Everyday operating menus for telephony functions.
– Programming menus for setting your telephone to meet your requirements.

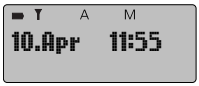
Display in idle state — In the idle state the display features a number of symbols, the quality indicator, the date and time as well as a personal standby text (e.g. name, department, tel. no., etc.). (The display immediately switches to "Discreet" or to "Enqui" "Micro" if a call comes in or during a call.)

—> —> —> — Press the M-key (briefly once or several times) to proceed to the menu option you desire.

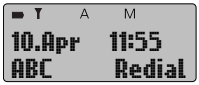
————————> — A "Long click" of the M-key (at least 2 seconds) takes you to the programming mode.

————————> — A "Long click" of the Foxkey under "⁂" changes the search direction to "⁘".

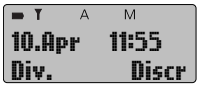
Idle state
Call up the desired menu using the M-key



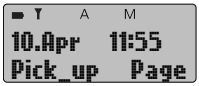
(M) — Press M-key once



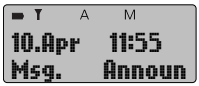
(M) — Press M-key a second time



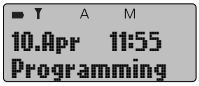
(M) — Press M-key a third time



(M) — Press M-key a fourth time



(M) — Press M-key a fifth time



1) Office 130pro only

English

Concept of operation

Entering names or texts in alpha mode

There are letters and symbols on the * key, the # key and the numeric keys to allow you to enter names or texts in alpha mode. After selecting a particular menu item (e.g. storing names in the private file) the system automatically returns to alpha mode.

Key	Symbol				
1	-	.	?	1	
2	A	B	C	2	
3	D	E	F	3	
4	G	H	I	4	
5	J	K	L	5	
6	M	N	O	6	
7	P	Q	R	S	7
8	T	U	V	8	
9	W	X	Y	Z	9
0	+	0			
*	*	/	(	)	
#	SPACE	#			

Examples: 1x key 3 = D, 2x key 3 = E, 3x key 2 = C, 1x key 8 = T
4x key 8 = 8, 1x key 0 = +, 1x key # creates a blank space

"Long click" functions

A "long click" is a click on a key which you keep pressed for at least 2 seconds. This makes it possible to directly skip to certain menus, show information on the display or immediately carry out certain functions.

"Long click"	Function	Page
⓪	Handset off	35
①	Set PBX system	11
②	Display IPEI and PARK	11
④	Connection quality	1
⑤	SW version number	11
⑥	Charge state	9
⑧	Key lock (variant 1)	31
⑨	Key lock (variant 2)	31
⊛	Tone dialling (DTMF) on	22
#	Set display contrast	10
Ⓜ	Programming mode	3, 23
Ⓒ	Return to the previous menu	30
◁	Trembler on	38
◯	Hotkey programming	32, 33
◥	Programming of Foxkeys	34
◥	Change search direction	3

Safety advice

Read this operating instructions booklet carefully and keep it in a safe place. Please make a thorough study of the safety advice presented here. Not following these guidelines may be hazardous and may violate existing laws.

Medical devices

Your telephone should not be used near pacemakers, hearing aids or other personal medical devices of this type.

Availability of service

The base network is not always available. Do not depend on a mobile phone as your only means of communication in critical situations.

Ambient conditions

Only use your telephone in a temperature range from +5°C to approx. +40°C. Avoid exposing it to direct sunlight and other heat sources.

Protect your telephone from moisture, excessive dust, aggressive liquids and vapours.
Do not place your telephone near electromagnetic fields (electrical motors, household appliances). The voice quality could be reduced. Avoid positioning it close to computers, radios, TVs, video players and phones, in order to avoid noise during a call .

Do not use your telephone in areas where there is a risk of explosions.

Do not use your telephone in areas where blasting work is going on. Observe the restrictions and follow the pertinent regulations.

Maintenance and repairs

Use original accessories only. Call on an expert to do installation and repairs.
Never touch the recharging contacts with optioned, metallic and/or greasy objects.
Clean your telephone with a soft, slightly moist or antistatic cloth. Do not use cleaning solvents or other chemical substances.

English

Safety advice

Important information
There is a constant code exchange between radio base and handset to ensure that no one with another handset can telephone at your expense. If the codes do not match, the call is disconnected or no connection is established.

Locking the keypad
Your handset can be locked to prevent the accidental activation of keys. You can still receive calls using the Call key. The keypad must be unlocked before outgoing calls can be made.

Changing the code/password
When the handset is turned on for the first time, the code/password is "0000". We recommend that you immediately programme a personal code consisting of 2 to 10 digits so the personal settings of your handset and the data stored in it are protected from unauthorized use.

Batteries
The handset is supplied with two rechargeable batteries.

- Using other types of batteries or non-rechargeable batteries/primary cells may be hazardous and could cause your phone to malfunction or be damaged.
- Always insert the batteries in the correct position!
- Do not immerse batteries in water or throw into a fire.
- For the charging base and for direct charging[1)] use only the plug-in power supply provided with the telephone.
- The batteries must be charged for at least 9 hours without interruption before being used for the first time.

Notes
- Batteries may become warm during charging; this is normal and perfectly safe.
- It takes several days for batteries to reach their full capacity and thus the full standby and calling time.

After a prolonged period of non-use as a result of a power shutoff (e.g. while you are on holiday), the handset (i.e. the batteries) should be recharged prior to being used again. Please dispose of defective batteries correctly (they are not household refuse).

1) Office 130pro only

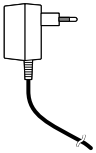
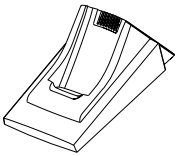
Installation and putting into service

Contents of package, handset
The following items are included with your telephone in the package:

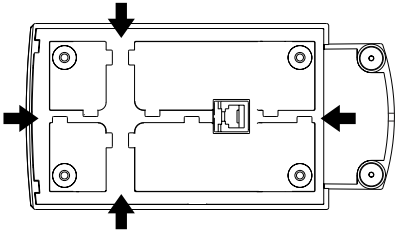
- Handset
- Clip
- 2 batteries
- Operating instructions booklet

Contents of package, charging base

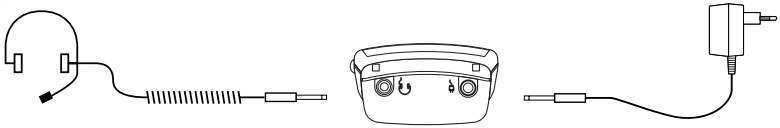
- Plug-in power supply for charging base
- Charging base

Connecting the plug-in power supply
Feed the cord through the channel, placing it under the tabs so that it cannot be pulled out. The cord can be routed through any one of the four outlet positions shown.



Connecting the headset and the plug-in power supply for direct charge[1)]
On the inside of the clip there are cable retention tabs to prevent the headset cable from being pulled out.



1) Optional accessory; for connection to Office 130pro only

English

Optional accessories

- Headset[1)]
- Leather case
- Replacement clip
- Spare batteries
- Plug-in power supply for direct charge[1)]

1) For connection to Office 130pro only

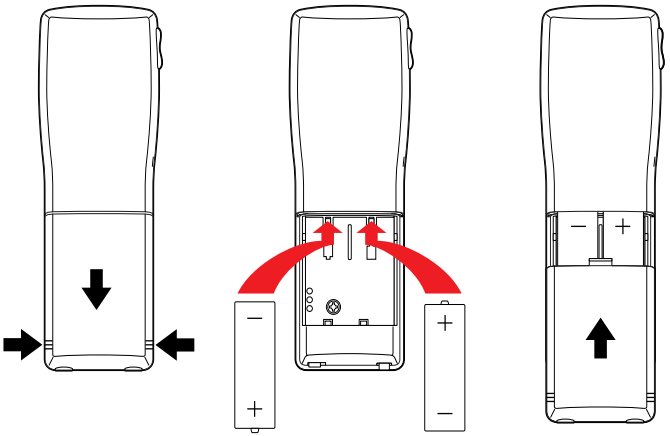
Installation and charging of battery packs in handset

Installing the batteries

1. Remove the battery compartment cover of the handset by applying light pressure to the lateral ribs and then pulling it downward.

2. Insert the two batteries in the compartment as indicated in the figure. Make sure the poles are placed as shown in the compartment.

3. Slide the cover to the handset battery compartment over the batteries until it snaps audibly into place.



Warning
When inserting the batteries be sure to maintain correct polarity as shown. Incorrect insertion of the batteries may damage your handset.

Charging the batteries

The batteries are delivered uncharged. To charge them, place the handset in the charging base.

For direct charging (charging the batteries without the charging base) connect the plug-in power supply directly to the handset[1)].

One battery charge lasts	for approx.	120	hours of standby or
	for approx.	12	hours of talk time
Charging takes	approx.	1	hour for 1 day in use
	approx.	4	hours for a full charge

Note
Press "Long click 6" to show the charge state. After a change of batteries, reliable information on the charge state is only available after 10–15 minutes charge time.

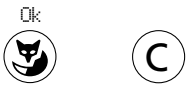
1) Office 130pro only

Before you telephone for the first time

Setting the display language

The language spoken in the area is usually preset in your handset. If you prefer another one, you can select among several different languages.

Press the M-key repeatedly in programming mode[1)] until, "*Language" appears. (look for the "*" symbol with a foreign language). Press the Foxkey under "*Language". By pressing the Foxkey under "⁂" select the desired language.



Confirm the selected language by pressing the Foxkey under "Ok". Press the C/End key to return to the standby display.

Setting the display contrast

For improved legibility of the display under various light conditions, you can change the display contrast.

"Long click" the # key to skip to the menu item "Contrast".

Press the Foxkey under "⁂" repeatedly until the desired contrast is obtained

Press the Foxkey under "OK" to confirm the contrast setting.

Register the PBX system

You can register your handset for as many as 4 different PBX systems (A, B, C, D). So, you can be reached on your handset even while you are at a branch of your company.

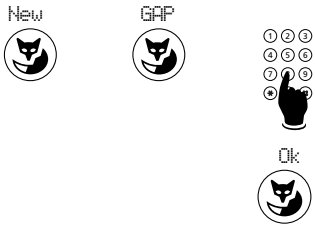
Press the M-key repeatedly in programming mode[1)] until "System" appears. Then press Foxkey under "System". "Auto" or the current system (A, B, C, or D) will appear in the display.

Press the M-key. If "Register: A" and "Delete" appear, the handset is registered with PBX system "A" (this registration could be canceled by pressing the Foxkey under "Delete").

Using the Foxkey under "⁂", the handset can be registered with another three PBX systems (B, C or D). The display then changes to "Register: B (C or D)" and "New". Pressing the Foxkey under "New" and "Home" causes the handset to be registered in system "B" (provided this is allowed and the system is available).

1) See section Programming mode, page 23

Before you telephone for the first time



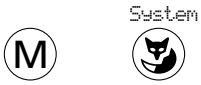
The handset can also be registered with a PBX system from a different manufacturer by using GAP (Generic Access Profile) and the required "Authentication code.
Press the Foxkey under "New" and "GAP". When "AC: _____" appears, enter the authentication code and acknowledge by pressing the Foxkey under "Ok".

GAP log-on, compatibility with other DECT products

Ascotel DECT supports all the basic telephony features as defined in the Generic Access Profile (GAP) standard (end 1997 version). They include setting up and clearing down outgoing and incoming calls, inquiry call, DTMF and */# procedures. In other words:

- You can log on and use your DECT system terminal on a third-party PBX. The only requirement to be able to use all the basic features defined in the GAP standard is that they are fully implemented on the relevant PBX.
- Third-party DECT handsets that comply with the GAP standard can also be logged on to and used on your system. However, they will provide only the functionality limited by the GAP standard and not the same quality of radio connection. In particular the software for Mobility Management with handover/roaming is virtually fully dependent on the handset used and cannot be adapted 100% to your system.

Setting the PBX system



Press the M-key repeatedly in programming mode[1)] until "System" appears. Then press Foxkey under "System". "Auto" or the current system (A, B, C, or D) will appear in the display.

Select the desired system or „Auto“ with the Foxkey under "⁂" and confirm by pressing "Ok". (If more than one system is available, and "Auto" is selected the handset automatically establishes a connection with the system that offers the best radio connection.)

Notes

- With "Long Click 1" (min. 2 seconds) you can switch your handset over to the next available PBX system (A, B, C or D). Provided the switchover is not set on "Auto", manual switchover of the PBX system is compulsory to ensure that your handset is ready to operate in the new PBX system.
- "Long Click 2" is used to display the International Portable Equipment Identity (IPEI) and PARK (Portable Access Right Key).
- "Long Click 5" displays the software version number of the handset along with the date.

1) See section Programming mode, page 23

English

Answering an incoming call

An incoming call is signalled on the handset.

If the handset is not in the charging base, simply press the Call key to answer the call.
Or
The handset is in the charging base. The call can be answered directly by lifting the handset (see "How to program your telephone", "Direct seizure").

Note

The call can also be answered by activating the handsfree mode (see "Handsfree mode").

Pick up a call

Under "Pick_up" the system offers you "Sub" (Subscriber), "Bell" (Central bell with coded ringing) and "Page" (paging system).
To answer for instance a call directed to a terminal of a absent subscriber, press the M-key repeatedly until "Pick_up" appears, press the Foxkey at this position and enter the subscriber number of the called terminal.

During the call

During a call, you can use the M-key to execute other functions, for example, initiating an enquiry call, muting the microphone ("Mic mute"), switching the volume on the receiver from "Quiet" to "Loud" (or vice versa)

Press the M-key once or twice in order to execute other functions.

Ending a call

A call is ended by pressing the Call key, the C/End key or by returning the handset to the charging base. Of course, the party you are talking to can also end the call. The handset returns to idle state shortly afterwards.

Adjusting the receiver volume during a call

The volume can be set to ”loud” ”medium” or ”quiet” via the volume adjustment keys on the side of the handset or via the menu.

Press the M-key repeatedly until "Loud" appears. Press the Foxkey under "Loud" or ”Quiet” once or several times.

Note

The new setting is retained until changed back.

Handsfree mode

Handsfree mode allows you to make a call without having to hold the handset (e.g. while it is in the charging base). Furthermore, several people can take part in a call.

Before call setup or during a call, press the Loudspeaker key and adjust the volume as desired.

Note

- You can answer a call directly by activating handsfree mode:
  - The handset is in the charging base: press the Loudspeaker key or the Call key.
  - The handset is not in the charging base: press the Loudspeaker key.
- In the case of long-distance calls or in a noisy environment, the quality obtained in handsfree mode may not be optimal. If this is the case, continue the call in "normal mode":
  - The handset is in the charging base: as soon as it is removed, the handset automatically changes to "normal mode".
  - The handset is not in the charging base: press the Loudspeaker key to quit handsfree operation without ending your call.
- In handsfree mode the call is not terminated when the handset is placed in the charging base.
- If handsfree mode is active and the handset is in the charging base, to end a call press the Loudspeaker key or the Call key.

Open listening

In the open listening mode, information services (e.g. currency exchange rates) can be called up and listened to at the same time by several people in the room. In this way, particularly in a noisy environment, reduction of the loudspeaker volume is avoided. (Note: open listening corresponds to handsfree operation with the microphone switched off. Open listening can only be activated via handsfree mode.)

Press the Loudspeaker key to activate open listening.

Mikro

Press the Foxkey under "Microphone" to activate open listening and adjust the volume as desired.

Note

To reactivate handsfree mode, press the Foxkey under "Microphone" again.

English

Dialling with dialling preparation

Dialling preparation reduces the chance of misdialling.
Without pressing the Call key or the Loudspeaker key beforehand, enter the desired number, check it and make any corrections using the C-key. Then press the Call key or the Loudspeaker key. It is only at this point that the number is dialed.

Dialling using digits

This is just like traditional dialling, but dialling is not commenced until you press the Call key or the Loudspeaker key.

or

Enter digits and press the Call key or the Loudspeaker key.

Dialling using repeat dialling function (redial)

The numbers and the names of up to the last 10 subscribers called are stored in the "Last Number Redial" memory.

Redial

Press the M-key.
Press the Foxkey under "Redial". The display shows the number and possibly the name of the last subscriber called.

or

Press Foxkey under "⁂" until the number of the desired subscriber appears. Press the Call key or the Loudspeaker key.

Note
The i-symbol refers to additional information, which you can call up by pressing this key.

Dialling using the Hotkey

You can store up to 6 names/numbers of frequently called subscribers in the Hotkey memory.

Press the Hotkey repeatedly until the desired name is displayed.

Meier

or

Press the Foxkey under the desired name and then press the Call key or the Loudspeaker key.

Telephoning

Dialling with a name from a directory

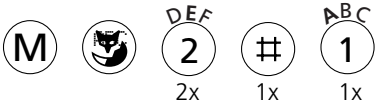
There are up to three telephone directories: an internal directory (with all subscribers connected to PBX), a directory containing abbreviated dialling numbers, and a private directory. The desired call can be made with the subscriber name without having to enter his or her number.

Press the M-key. Press the Foxkey under ABC; the menu for selecting the directory appears. ("All" runs a search in all directories). Enter the initials of the surname and first name, - e.g. E # A for Einstein Albert.

Press the Foxkey under "⁂" to scroll to the desired name and press the Call key or the Loudspeaker key to start dialling.

Note
Entering initials is the simplest way of dialling a number stored in the index; you do not need to know either the phone number or the abbreviated dialling number.

Example:



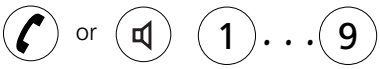
Einstein Albert:
Key 2: twice
key: once (generates a blank)
Key 1: once

If you only know the surname:

Correct numbers or names entered in dialling preparation using the correction key (deletes last character).

A "Long Click" of the C-key ends the call preparation.

Dialling the conventional way



Needless to say, you can also dial the conventional way with your handset by simply pressing the Call key or the Loudspeaker key and dialling the number.
If you wait more than 10 seconds between digit inputs, dialling is automatically terminated.

English

Telephoning

Call list

Your handset automatically stores the numbers of the last 10 unanswered calls in the call list. The i-symbol in the display draws your attention to the unanswered calls.
You can check these numbers and use this list to call back the corresponding persons.

Keep pressing the i-key until "Call_list" appears. Press the Foxkey under "Call_list" and scroll to the desired number with the Foxkey under "⁂".

Press the Call key or Loudspeaker key to call the number in the display.
Pressing the Foxkey under "Delete" deletes the entry from the call list.

Switching off the microphone (Mute)

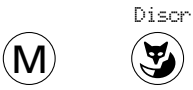
If you wish to speak for a moment to somebody else in your office without the person on the telephone listening in, you switch off the microphone of your handset.

Press the Foxkey under "Microphone". The microphone is switched off. (The following symbol appears in the display: "▦").

Press the Foxkey under "Microphone" again, the microphone is switched back on again. (The following symbol appears in the display: "▣").

Switching on the discreet ringing feature

During a meeting a call to your handset can be intrusive. When the discreet ringing feature is activated, the handset beeps just once to signal a call. You can identify the caller by the name on the display and decide whether you want to answer the call. If you decide not to, his/her number is entered in the call list. The i-symbol on the display will remind you of this later. The discreet ringing feature remains activated until it is cancelled. This i-symbol on the display also reminds you of this fact.



Press the M-key repeatedly until "Discreet" appears. The discreet ringing is switched on by pressing the Foxkey under "Discreet".

Note
The discreet ringing feature can also be switched on during a call. The menu option "Discreet" appears on the display in conjunction with each call. The ring (only the ringing itself, not the actually call) is switched off as soon as the discreet ringing is switched on.

Using the extended-feature functions

Switching off the discreet ringing feature

Reset

Press the i-key repeatedly until "Discreet" and "Reset" appears in the display.

Press the Foxkey under "Reset" and the discreet ringing feature is switched off.

Parking a call

During a conversation, you may hear a "Call waiting" tone indicating that another subscriber is trying to call you. If you answer the call, the connection with the first person you were talking to is put on "Hold". Before you can transfer the second connection, you must "Park" the connection which is on hold.

2._conv

Park

Press the Foxkey under "2nd conversation" to re-establish the connection to the caller on hold. Press the M-key repeatedly until "Park" appears. Press the Foxkey under "Park" to park the current connection.

2nd_convers.

Press the Foxkey under "2nd conversation" to switch to the second caller. You can now transfer the call.

Take_back

Press the Foxkey under "Take back" to re-establish the connection with the waiting caller.

Note
Parking requires no channel, unlike a connection on hold where both call channels are busy. The advantage of this is that you can transfer the "call waiting" party (if necessary). If [P] apears, a call is already parked.

Brokering

After initiating an enquiry call, you can return to the first caller without ending the enquiry call connection. Afterwards, you can then switch back and forth between the two subscribers as many times as you wish (brokering).

2._conv

Press the Foxkey under "2nd conversation" to switch to the first caller.

2._conv

Press the Foxkey under "2nd conversation" to switch back to the enquiry call subscriber, etc. (and repeat this as often as desired or necessary).

English

Using the extended-feature functions

Transferring a call

After initiating an enquiry call, you can connect your two callers with each other directly.

Press the Call key, your handset automatically reverts to idle state.

Conference

You have an enquiry call on the line and would now like to conduct a joint conference call with your original caller (3-way).

Press the M-key and then the Foxkey under "Conference".

Note
There is no need to worry about calls being disconnected when you set up the conference call. The only way calls are disconnected is when the C-key or the Call key is pressed.

Call diversion

You can divert calls to another telephone or to the switchboard unit.

Press the M-key repeatedly until "Diversion" appears and then press the Foxkey under "Diversion". Press the Foxkey under "⁂" to select the diversion type (i.e. "Div. on busy" or "Fwd. to Sub.").

Dial the diversion target and if necessary the new number.
Confirm with "Ok".

Note
If you only want calls to be diverted when you are busy with another call, select "Div. on busy".

Twin Mode (present/absent)
If you have a stationary set along with your handset, Twin Mode is an easy way to make sure you can always be reached. When Twin Mode is programmed (see "Programming your telephone"), call diversion is automatically activated as soon as you remove the handset from the charging base.

Using the extended-feature functions

Leaving a message

You leave your workplace (without your handset) and wish to leave any callers a message.

Press the M-key repeatedly until "Diversion" appears. Press the Foxkey under "Diversion" and then under "⁂" until "Div. to Msg." appears in the display.

Press the Foxkey under "Ok" and repeatedly under "⁂" until a suitable message appears (i-symbol on the display).

Press the i-key once or several times to display the entire message.

Edit the message using the C-key and the alphanumeric dialling keypad (if necessary, see "Dialling with a name").
Press the Foxkey under "Ok".

Note
If you wish, you can also delete the entire message with the C-key and write your own.

Call back requested (calling back)

A subscriber has an important message for you and was unable to reach you despite your having a handset. He/she requests a call back.

"Call back" and "Call" "Delete" appears on the display of your handset.

Press the Foxkey under "Call" to return the call or under "Delete" if you think it no longer necessary to return the call.

Paging

To page a person directly or after trying to phone.

Press the M-key repeatedly until "Page" appears. Press the Foxkey at this position, enter the number of the person sought and confirm with "Ok".

English

Using the extended-feature functions

Requesting a call back

You request a call back from an internal subscriber whose line is busy or who is not answering.

Press the Foxkey under "Call_back". The message "Call expected from the number nnn" appears in the display.

By pressing the Foxkey under "Reset" you can cancel the requested call back.

Note
Only one call back can be activated at a time.

Sending a message

Standard messages are stored in the PBX. After failing to reach a subscriber, you can select one of these messages, add to it or change it if necessary and then send it to the subscriber or a group you are trying to reach.

Press the M-key repeatedly until "Message" appears. Press the Foxkey under "Message". Press the Foxkey repeatedly under "⁂" until a suitable message appears (i-symbol on the display).

Press i-key once or several times to display the entire message.

Edit the message using the C-key and the alphanumeric dialling keypad (if necessary, see "Dialling with a name").
Press the Foxkey under "Ok".

Dial the number of the subscriber/the group to whom the message is directed. Press the Foxkey under "Ok" to send the message.

Notes
- This procedure can also be initiated with "Dialling preparation", i.e. enter the number first and then select the message.
- If you wish, you can also delete the entire message with the C-key and write your own.

Read message

If you have received a message, the display will contain the word "Message" (the number of its sender can be seen if the i-key is pressed) and the menu options "Read" and "Delete".

Press the Foxkey under "Read". The "+" sign indicates that more infomation is available.

Press the i-key to view the next line.

At the end of the message, the display switches to the initial menu options "Read" and "Delete".

Press the Foxkey under "Delete".

Note
To display other messages you may have received, the messages already read must first be deleted.

Announcement

You can make announcements to one or several internal subscribers from your handset, provided their system terminals have a loudspeaker.

Press the M-key repeatedly until "Announcement" appears. Press the Foxkey under "Announcement".

Enter the desired subscriber number. (Or press the Foxkey under "Group" and enter the announcement group number.

Press the Foxkey under "Ok" and make your announcement.

English

Transparent mode (Tone dial mode DTMF)

During a call connection the tone dial mode can be used ta activate a function such as, for example, the remote control of an answering machine.

"Long Click" of the * key until "Tone Dial" appears. Enter the character sequence of the desired function.

After carrying out this procedure:

Press the C-key to switch the tone dial mode off again

or

Press the Foxkey under "Reset".

Beginning and ending enquiry calls

The caller you are talking to on the telephone asks a question you cannot answer. You wish to call a fellow employee for information, without cutting off your connection with the caller.

Enter the number of the subscriber you wish to call for the information.
Press the Foxkey under "Enquiry"; the subscriber is called (while the other connection is put on hold).

After obtaining the information you needed:

Press the C-key to switch back to your call with the waiting caller.

Note
If the Call key is pressed after an enquiry call, a continuous tone will sound for 10 seconds. Press the Call key while this tone is sounding to reconnect the handset to the waiting subscriber.

Programming your telephone

Points to consider when programming your phone

Programming is an integral part of the concept of operation. Before you start programming, read the chapter "Concept of operation" at the beginning of these operating instructions.

Programming mode

You can advance to the beginning of the programming mode in one of two ways:

"Long click" (at least 2 seconds) of the M-key

or

Press the M-key several times until "Programming" appears and then press the Foxkey under "Programming".

Note

"Long Clicks" depend on the software and the PBX type.

Menu key

With the Menu key (M-key) you can initially access all the programming parameters, once a parameter has been selected (e.g. Keys), the M-key is used to access the various options for the selected parameter, such as "Number key" etc.
You can exit either level by pressing the C/End key.

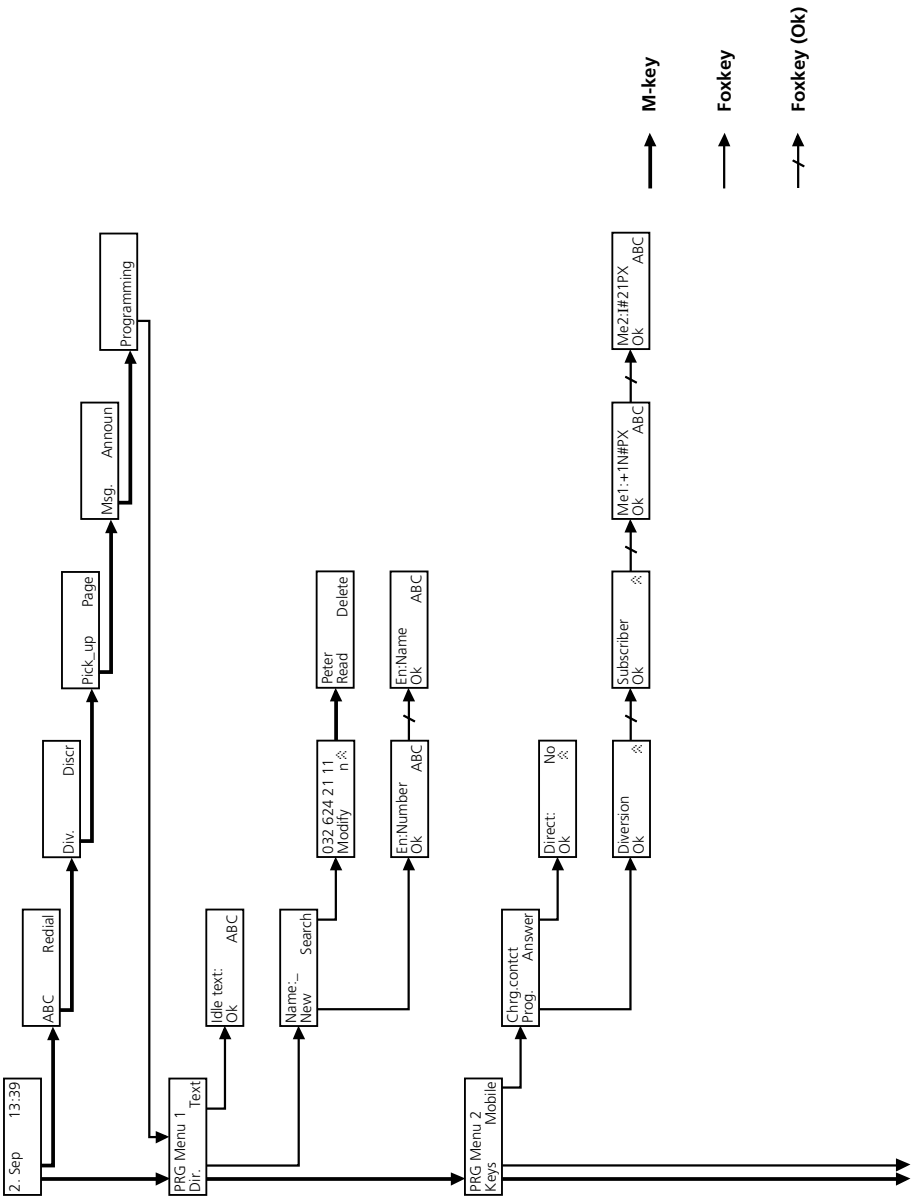
Storing

The contents of a menu option you have programmed or changed yourself will be stored if you press the Foxkey under "Ok". If you press another key, the programming you have carried out will not be stored.

English

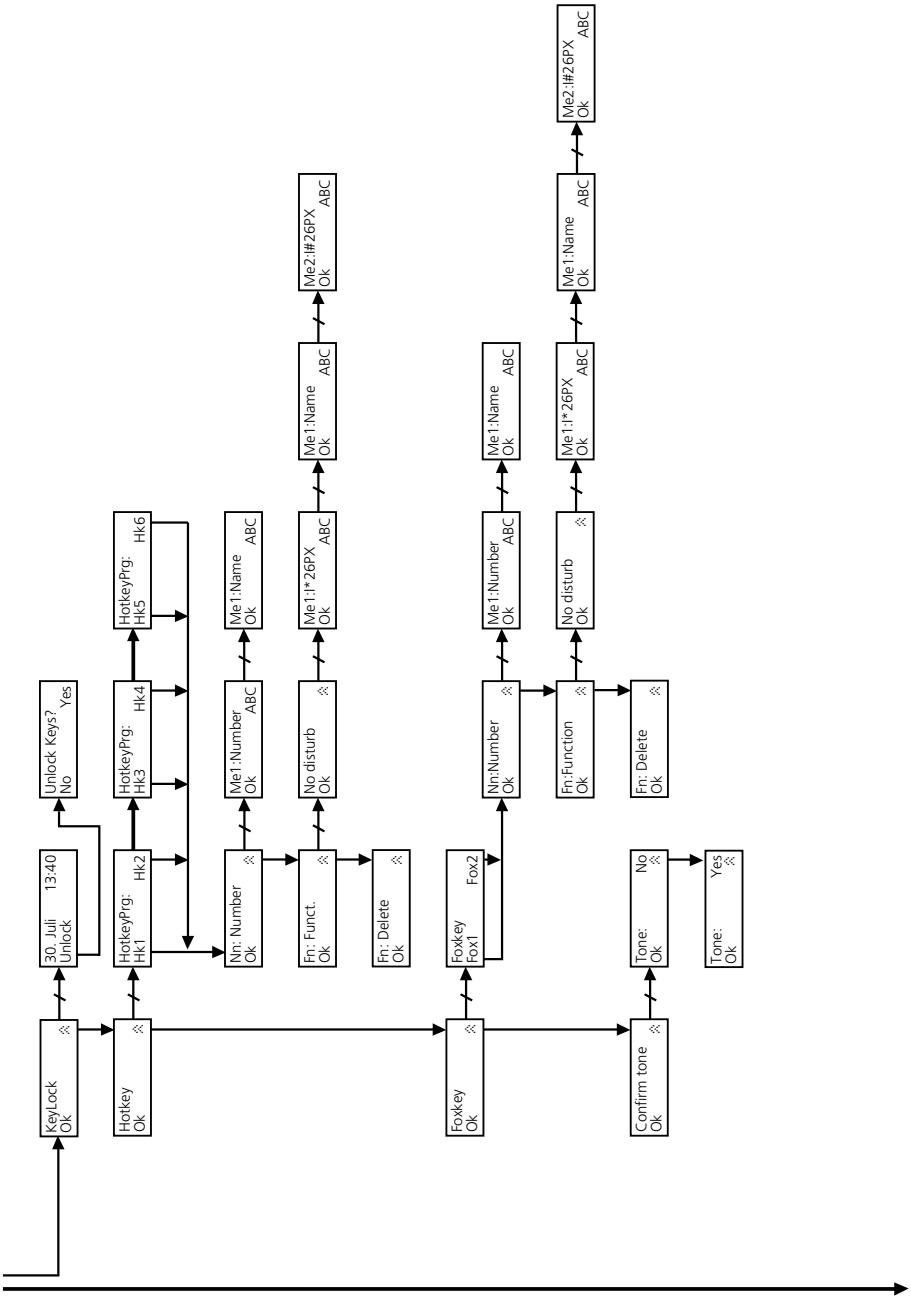
Programming your telephone

Overview[1)]



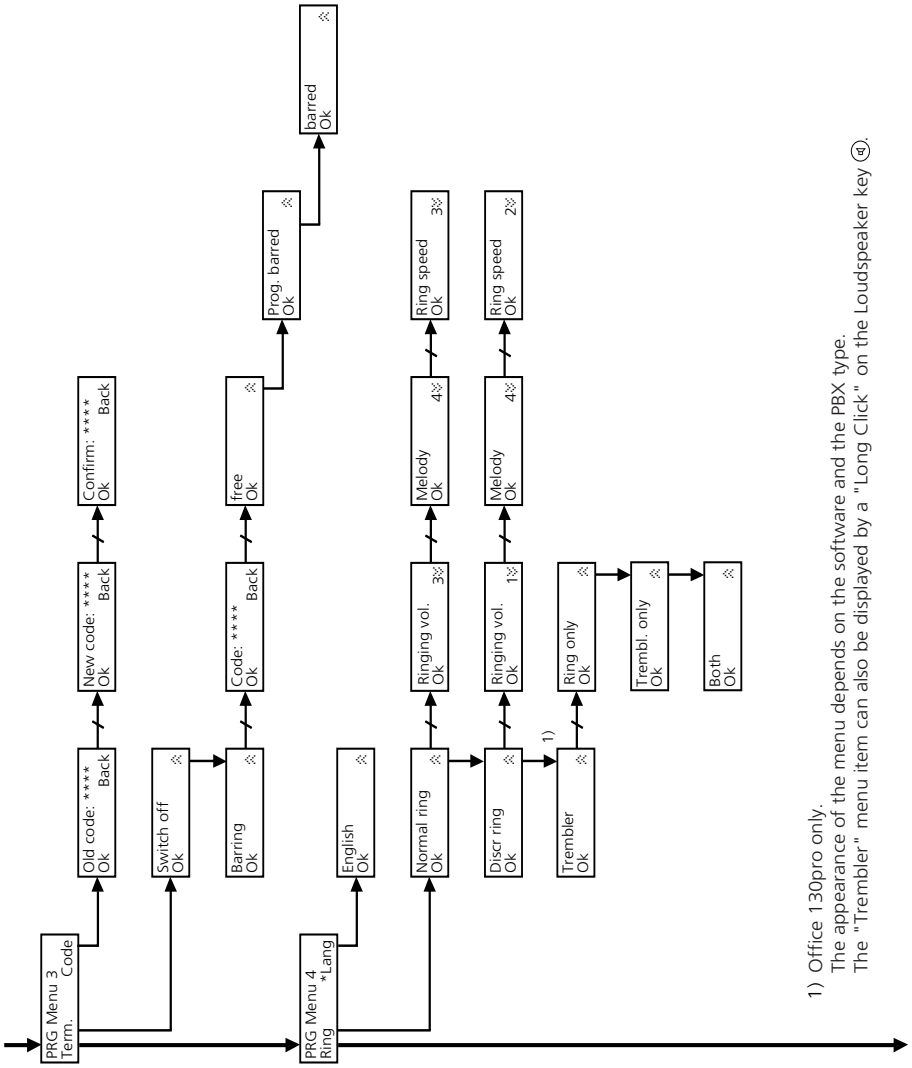
1) Word length of individual menu items depends on the software and the PBX type.

Overview (continuation)



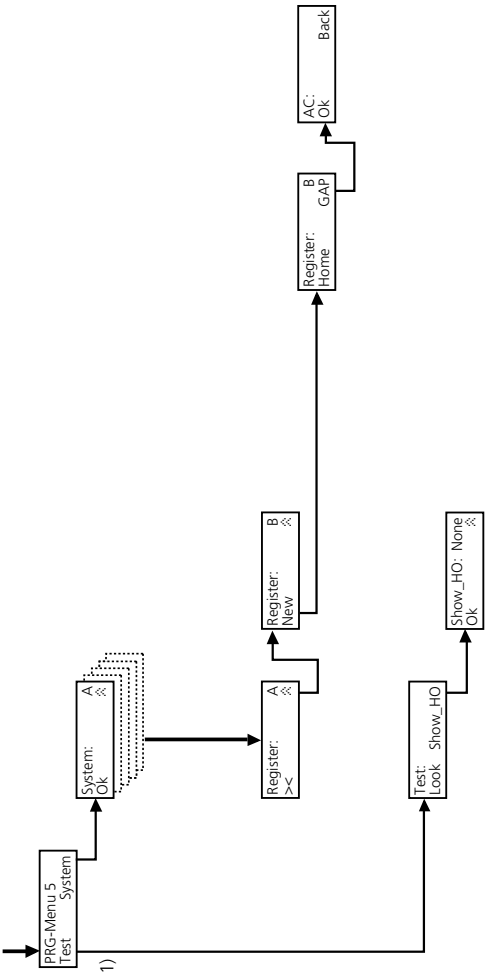
English

Overview (continuation)



1) Office 130pro only.
The appearance of the menu depends on the software and the PBX type.
The "Trembler" menu item can also be displayed by a "Long Click" on the Loudspeaker key (4).

Overview (continuation)



1) The menu point "Test" is reserved for the technician handling installation.

English

Programming your telephone

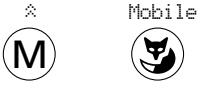
Twin Mode (present/absent)
If you have a stationary set along with your handset, Twin Mode is an easy way to make sure you can always be reached.

The recharging contact acknowledges 2 states:

a) Handset in charging base (present)
b) Handset not in charging base (absent)

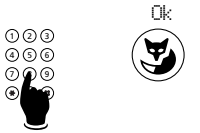
Based on these states automatic call diversion is executed as soon as the handset is taken out of the charging base.
After returning the handset to the base, the diversion is automatically switched off.

Activating Twin Mode



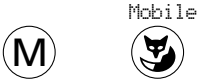
In programming mode, keep pressing the M-key until "Mobile" appears. Press the Foxkey under "Mobile".

Press the Foxkey under "Prog.", then use the Foxkey under "⁂" to scroll to "Twin" and then confirm with "Ok".



Under "TwinNo:" enter the access number of the corded terminal that is to be diverted to the handset. Activate Twin Mode with the Foxkey under "Ok".

Deactivating Twin Mode



In programming mode, keep pressing the M-key until "Mobile" appears. Press the Foxkey under "Mobile".

Press the Foxkey under "Prog.", then use the Foxkey under "⁂" to scroll to "No function" and use the Foxkey under "Ok" to deactivate the Twin Mode.

Notes
- If call diversion/call forwarding to secretary, voice mail or your own GSM set, etc. is intentionally activated on the corded terminal with the handset still in the charging base, that particular setting takes priority over Twin Mode, i.e. calls will not be automatically diverted to the handset when you remove it from the charging base. Twin Mode is reactivated as soon as the call diversion/call forwarding activated on the corded terminal is reset.
- Other functions besides Twin Mode can also be set (see "Mobile" programming instructions)

Programming your telephone

Private directory

In addition to the directories of available PBX subscribers and abbreviated dialling numbers, you can also set up a private directory with up to 30 telephone numbers and names. You can protect the entries from being accessed by unauthorized parties by barring the programming functions of your handset.

Press the M-key repeatedly in programming mode until "Directory" appears.

Press Foxkey under "Directory" and then under "New" or "Search".

With "New", the next free directory entry is shown. Enter the number, acknowledge by pressing "Ok" and enter the name.
Press the Foxkey under "Ok" to have the entry stored in memory.

With "Search", you can use Foxkey under "⁂" to page to the desired entry.

Press the Foxkey under "Modify", change the stored entries, and then restore in memory by pressing the Foxkey under "Ok".

Notes

- If a directory entry has been previously entered, the current entry details are displayed. You can of course edit it.
- We advise you to enter the name corresponding to each number; this enables you to use the convenient name dialling feature.
- If the number of the caller is displayed during a call (CLIP), the system looks for the number through all directories. If it is already stored with a name, this name is also displayed.

English

Macro language

The macro language allows you to store several functions in succession under one key.

I	Seizes line
X	Hangs up receiver (disconnect)
P	Pause (1 second)
N	Inserts the number entered/displayed in dialling preparation
.	Activates control key
Z	Switches Tone Dial Mode ON/OFF
R	Redials last number dialed

Examples:

I201	Seize and call internal subscriber 201
I*21201X	Seize, divert call to internal subscriber 201, and hang up receiver.

Programming the text display for idle state

You can programme text string for the display in idle state instead of just displaying the time and date.

Press the Foxkey under "Text" in programming mode and enter text (maximum of 15 characters).

Press the Foxkey under "Ok" to store the input in the memory.

Edit the standby text (if necessary).
The correction key (C/End) can be used to delete the characters to the left of the cursor.

After editing the standby text, press the Foxkey under "Ok".

Note
A "Long Click" of the C/End key (min. 2 seconds) takes you straight back to the previous menu.

Locking the keypad

You can lock your keypad from accidental activation. Incoming calls are signaled and can be taken by pressing the Call key. Unlock the keypad prior to making outgoing calls. After the call you have 5 seconds within which to set up an outgoing call. The key lock (Variant 1) is reactivated after the 5 seconds.

Press the M-key repeatedly in programming mode until "Keys" appears.

Press the Foxkey under "Keys", "Keylock" appears.

Press the Foxkey under "Ok" to activate the "Keylock" feature.

"Unlock" appears on the display.

Press the Foxkey under "Unlock".
The handset asks you "Unlock keys?" to confirm that the keypad should be unlocked.

If you press "Yes", the standby display appears and the handset is ready again for operation.

Notes

- "Long Click 8" (min. 2 seconds) can also be used to switch on Variant 1 of the key lock.
- "Long Click 9" can be used to switch on Variant 2 of the key lock. This variant is not automatically disabled when you receive a call and has to be disabled manually (see above) to be able to answer the call with the Connect key.

Programming your telephone

Programming the Hotkey

The Hotkey is a freely programmable key where up to 6 numbers/names or functions can be stored. You can even store whole operating sequences using the macro language.

Storing numbers/names under the Hotkey

Press the M- key repeatedly in programming mode until "Keys" appears.
Press the Foxkey under "Keys".

Press the Foxkey repeatedly under "⁂" until "Hotkey" appears. After pressing the Foxkey under "Ok" the strings "HotkeyPrg." and "Hk1", "Hk2" will appear.

Press the M-key one or two times to call the memories "Hk3" and "Hk4" or "Hk5" and "Hk6", respectively.
Select the desired memory (Hk1…Hk6) by pressing the Foxkey.

Confirm again with "Ok" in the menu "Number : Nr.".

Enter the number, acknowledge by pressing "Ok" and enter the name.
Press the Foxkey under "Ok" to have the entry stored in memory.

Note
The program jumps directly to the Hotkey Programming when you "Long click" the Hotkey.

Storing functions under the Hotkey

Same procedure as under Number/Name until it comes time to select the memory Hk1...Hk6. From that option:

Press Foxkey under "⁂" to call the menu "Fn: Funct." (Function) and confirm by pressing "Ok".

Press the Foxkey under "⁂" repeatedly until the desired function is displayed and confirm with "Ok".

The contents of memory 1 for this function are displayed (activate function).
Press Foxkey under "Ok" to store the function in memory.

If desired, enter a name and acknowledge with "Ok". The contents of memory 2 are displayed (deactivate function).

The function is stored in memory using "Ok".

Notes

- The corresponding function codes are entered in the two memory locations automatically and can be added to/amended as required.
- If you do not enter a name when storing, a short default name will be used, e.g. "DND" for "Do not disturb".
- The symbol "↙" in the symbol line and a "↯" next to the function indicate that a programmed function is active.
- The program jumps directly to the Hotkey Programming when you "Long click" the Hotkey.

English

Programming the Foxkeys

You can also use both Foxkeys as freely programmable keys. The display in standby mode contains very frequently used numbers or functions which can be conveniently dialled or executed by means of a single keystroke (of the corresponding Foxkey). If a function is stored under the Foxkey, its active state is indicated with the "✓" symbol.

Storing Numbers/names or functions under the Foxkey

Press the M-key repeatedly in programming mode until "Keys" appears.
Press the Foxkey under "Keys".

Press the Foxkey repeatedly under "✲" repeatedly until "Foxkey" appears.

Press Foxkey under "Ok" and then select the desired key ("Fox1" or "Fox2").

Proceed as under "Hotkey programming."

Note
A "Long click" of the Foxkey takes you directly to the Foxkey programming.

Key confirmation tone

If you wish, the handset can confirm every keystroke with a short confirmation tone.

Press the M-key repeatedly in programming mode until "Keys" appears.
Press the Foxkey under "Keys".

Press the Foxkey repeatedly under "✲" until "Confirmation tone" appears and confirm with "Ok".

Press the Foxkey repeatedly under "✲" to select "Tone: Yes" or "Tone: No".

Press Foxkey under "Ok" to store the setting

Note
Whenever you place the handset into the charging base, a short tone always sounds to confirm this action. During a call, the volume of the key confirmation tone is reduced.

Programming your telephone

Direct answer

If the handset is set at "Direct" answering, you can answer incoming calls automatically by simply taking the handset out of the charging base. You need not press the Call key.

Returning the handset to the charging base always causes a connection to be ended unless this was already done by pressing the Call key.

Press the M-key repeatedly in programming mode until "Mobile" appears, press the Foxkey under "Mobile" and then under "Answer".

Press the Foxkey under "⁂" to switch to "Direct: Yes" and confirm this setting by pressing the Foxkey under "Ok".

Switching handset (terminal) ON/OFF

Switching OFF

Press the M-key repeatedly in programming mode until "Terminal" appears.

Press the Foxkey under "Terminal"; "Switch off" will appear.

Press the Foxkey under "Ok" to switch off the handset.
The connection to the radio base is terminated (display is empty).

Notes

- You can also switch off the handset with a "Long click" (at least 2 seconds) of the 0 (zero) key.
- If you are outside the range for radiocommunications, the handset will make repeated attempts to establish a connection with a radio base. If you plan on being out of range for an extended period, switch off the handset to save your battery.

Switching ON

Press the Call key and switch on the set with the Foxkey under "Yes".

Barring and unbarring your handset (terminal)

You can protect your handset from being used by unauthorized persons. Your system manager can tell you which numbers (for example, emergency numbers) can be dialled whilst your handset is barred.
When your handset is barred, you can still answer incoming calls at any time by pressing the Call key. The handset must be unbarred before an outgoing call can be made.
It is recommended that you bar the programming functions of your handset using "Prog.: barred". This protects the entries in your private directory, among other data.

Press the M-key repeatedly in programming mode until "Terminal" appears and press the Foxkey under "Terminal"; "Switch off" will appear.

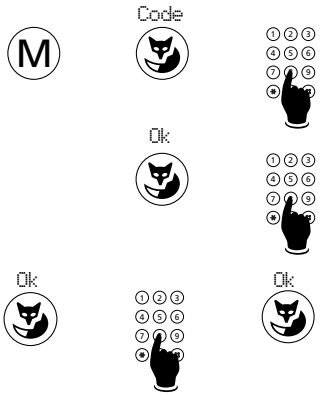
Use the Foxkey under "⁂" to select "Barring"; press "Ok" and enter the code (password).

Press the Foxkey under "Ok" to verify the password.

Press the Foxkey under "⁂" to select "free", "Prog.barr" (Programming barred) or "barred" ("free" cancels the barred state) and confirm with "Ok".

Changing code/password

The first time you switch on your handset the code/password is set at "0000". It is recommended that you immediately reprogramme a personal password of from 2 to 10 digits to protect the personal settings in your handset and the data stored from unauthorized use (change, deletion).



Press the M-key repeatedly in programming mode until "Code" appears. Press the Foxkey under "Code" and enter the current code.

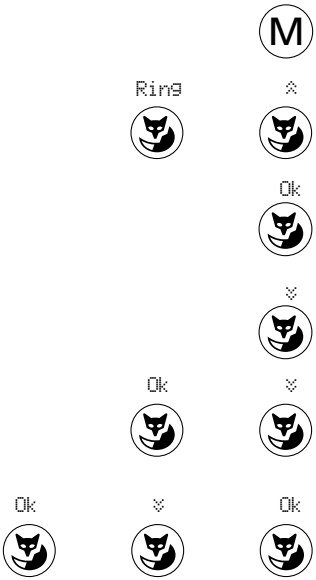
Press the Foxkey under "Ok" and enter the new code.

Press the Foxkey under "Ok"; "Confirm" will appear. Enter the new code again and confirm with "Ok".

Programming your telephone

Adjusting ringing signal and setting the discreet ringing feature

Your handset can signal a call with different volumes, ring melodies, and speeds. You select the version you like best. These features make it easier for you to distinguish whether a call is for you or possibly for a person nearby.
When the discreet ringing feature is activated, your handset sounds just a single ring tone.



Press the M-key repeatedly in programming mode until "Ring " appears.

Press the Foxkey under "Ring " and then use the Foxkey under "⩛" to select "Normal ring" or "Discr ring".

Press the Foxkey under "Ok" to activate the current ring signal.

Press the Foxkey repeatedly under "⩛" until the desired volume is reached.

Press the Foxkey under "Ok" to store the setting and in the next menu, use the Foxkey under "⩛" to select a melody.

After storing the melody by pressing "Ok", press the Foxkey under "⩛" in the "Ring_speed" menu in order to set the desired ring speed; then confirm with the Foxkey under "Ok".

Notes

- You can use the M-key to scroll between the menu options "Ringing_vol.", "Melody" and "Ring_speed" without having to make any changes.
- The ringing signal may be set to be very loud. For safety reasons, the volume of the first ring tone is always lower than that of the following ring tones.

English

Switching the trembler on[1)]

The trembler is a discrete and reliable way of being made aware of a call, should you fail to hear the call because of a noisy environment and not notice the call LED either.

In programming mode keep pressing the M-key until "Ring" appears.

Press the Foxkey under "Ring" and then use the Foxkey under "⁂" to select "Trembler".

Press the Foxkey under "OK" to proceed to the menu "Trembler".

With the Foxkey under "⁂" you can select either "Ring only", "Trembler only" or "Both" by pressing the Foxkey under "OK" at the appropriate display.

Notes

- The display symbol "▣" indicates that the trembler is switched on.
- "Long click" the Loudspeaker key to skip to the "Trembler" menu[2)].

1) Office 130pro only. The appearance of the menu depends on the software and the PBX type.
2) Always functions with Office 130pro, irrespective of the software and the PBX type.

Troubleshooting

Leaving the radio coverage area
You will hear a warning tone if you are about to leave the area of radio coverage. Once you have left the area the message "No System" will appear and the aerial symbol "T" will disappear.
If during a call you move out of range completely, your call will be interrupted but the connection will not be cleared down immediately. The system will then attempt for around 20 s to set up a new radio connection with the same - or another - radio unit. Only then will the connection be cleared down in the PBX.
Outside radio coverage range, you have the following M-key programming functions at your disposal:
"Prog.", "Keys", "Mobile", "Term.", "Ring", "*Language", "Test" and "System".

Display showing but no connection
The handset may be barred (see "Barring/unbarring handset").

The Hotkey and/or Foxkey cannot be programmed
Programming may be barred (see "Barring/unbarring handset").

Unbarring the handset if password is forgotten
Ask the system manager to unbar your handset and default the password to "0000".

Special display contents

"Please wait"
This message may appear during the registration procedure. It also appears when a caller puts the call on hold.

"Handset unknown"
The registration of the handset with the PBX system has failed. Please contact the system manager.

"Overload"
No free resources, please wait and try again.

"System Busy"
Temporarily, calls cannot be set up via the current radio unit. The handset is trying to establish a better radio connection with the same - or another - radio unit. The message appears only in the idle state.

"No System"
You are out of radio coverage range; the connection with the PBX system was broken off.

"Registration"
The registration procedure on the PBX system is in progress.

"Defective" / permanent progressive ringing
Each time the handset is placed on the charging box, its parameters are checked. If a parameter error is detected, you will hear an acoustic fault signal and the display will read "Defective". The handset must then be sent back to the supplier for repairs/replacement.

Note
If other messages appear, ask your system manager about them.

Function codes

Which prefix code numbers to dial

Standard dialling	Key sequence
Abbreviated dialling numbers generally PBX	7000…7999 [1]
Door intercoms	851… 852 [1]
Emergency codes	12
External line	
business	0
private	10
to include cost centre code	13 CC no.
Routing codes	170… 199 [1]
Switchboard attendant	11
User group codes	860… 888 [1]

Suffix dialling	
Brokering (switching between two connections)	2
Call back	
activate while subscriber is busy	9 or *37
activate while subscriber is free	9 or *37
Call back reg. no. / MESSAGE	
activate	*38
Call waiting	6 or *43
reject	0
answer with hold	2
answer without hold	1
answer with conference	3
Coded ringing	
activate	8 or *81
Conference	
establish from connection	3
exclude internal subscribers	*31
Intrusion	7 or *44
reject	0
answer with hold	2
answer without hold	1
Paging system on	8 or *81

1) The definition and the number range are software and PBX dependant

Function codes

Re-booking ongoing call to cost centre number ..... *78 CC no.

Parking a call *76

Transfer call 1

Prefix dialling

Announcement
- to a single subscriber ..... *7998 subs. no.
- to a group ..... *79 group no.
- answer announcement to a group *89

Answer circular call *83

Appointments reminder call (wake-up call) 2)
- activate standing order ..... *56 hh mm
- cancel standing order ..... #56
- activate one-off order ..... *55 hh mm
- cancel one-off order ..... #55

Call back reg. no. / MESSAGE 2)
- activate ..... *38 subs. no.
- cancel (target terminal) ..... #38 subs. no.

Call diversion
- suppress incoming 2) *02
- enable incoming 2) ..... #02
- activate unconditional 2) ..... *21 dest. no.
- cancel unconditional 2) ..... #21
- activate to most recently defined subs. no., uncond. ..... *21#
- cancel to most recently defined subs. no., uncond. ..... #21
- activate to pre-defined subs. no. 2) *22
- cancel to pre-defined subs. no. 2) ..... #22
- activate when busy 2) ..... *67 dest. no.
- cancel when busy 2) ..... #67
- activate to most recently defined subs. no., when busy ..... *67#
- cancel to most recently defined subs. no., when busy ..... #67
- activate to standard text 2) ..... *24 text no.#
- cancel to standard text 2) ..... #24
- activate to pager or circular call with ring code 2) *28
- cancel to pager or circular call with ring code 2) ..... #28

Call forwarding (automatic call transfer if no answer)
- suppress incoming 2) *02
- enable incoming 2) ..... #02
- activate 2) ..... *61 dest. no.
- cancel 2) ..... #61
- activate to most recently defined subs. no. ..... *61#

English

2) Remote control possible

cancel to most recently defined subs. no. ..... #61
activate to pre-defined subs. no. [2] *62
cancel to pre-defined subs. no. [2] ..... #62
activate to pager or circular call with ring code [2] *68
cancel to pager or circular call with ring code [2] ..... #68

Call pick up ..... *86 subs.no.

Call waiting indication [2]
suppress incoming *04
enable incoming ..... #04

Cancel call back ..... #37

Code call
activate ..... *81 subs. no.
answer *82

Conference
variable ..... *71 subs. no. 1*
… subs. no. 5# [1]
pre-defined ..... *70 conf. no

Connection
park *76
recall parked ..... #76

Courtesy Service
switch on group 1 ..... *931
switch off group 1 ..... #931
switch on group 2 ..... *932 [1]
switch off group 2 ..... #932 [1]

Day, night, weekend answer connection (Switch group 1)
day (Position 1) *8511
night (Position 2) *8512
weekend (Position 3) *8513

Deactivate all activated services [2] *00
(except user group)

Do not disturb (station guarding) [2]
activate *26
cancel ..... #26

External line
activate with charge recall ..... *32 subs. no.

1) The definition and the number range are software and PBX dependant
2) Remote control possible

Function codes

Follow me

activate	*23 subs. no.
cancel	#23

Intrusion [2)]

suppress incoming	*04
enable incoming	#04

Messages (standard messages with/without defined parameters) [2)]

send to a single subscriber	*3598 subs. no text no.#
send to a group	*35 group no. text no.#
broadcast	*3599 text no.#

Open doors ..... *751… *752 [1)]

Paging

page	*81 subs. no.
answer with one search path	*82
answer with multiple search paths	*82 subs. no.

Relays

activate	*755… *757 [1)]
deactivate	#755… #757 [1)]

Remote control

activate (from another set) activate remote control / enter remotely controllable number / enter desired *-procedure (e.g. *21 dest. no.)	*06 subs. no. *21 dest. no.
deactivate (from another set) activate remote control / enter remotely controllable number / enter desired #-procedure (e.g. #21)	*06 subs. no. #21
deactivate (from own set) enter #-procedure (e.g. #21)	#21

Switch groups (incoming)

switch group x, pos. 1	*85x1 [1)]
switch group x, pos. 2	*85x2 [1)]
switch group x, pos. 3	*85x3 [1)]

Note: x = 2 to 9

User group [2)]

join	*48
leave	#48

English

1) The definition and the number range are software and PBX dependant
2) Remote control possible

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Office 150

Office 10

ascom *thinks ahead*

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